**UNITED STATES DEPARTMENT OF AGRICULTURE**
Farm Service Agency
Washington, DC 20250

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<tr><td>**Notice CRP-424**</td></tr>
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**For:**   State and County Offices

**Reviewing State Conservation Priority Areas (CPA's), Zones, and Climatic Databases**

**Approved by:** Deputy Administrator, Farm Programs

## 1   Reviewing Databases

**A**
**Background**

Notice CRP-409 required that STC's approve and transmit certain CPA, zone, and climatic data for the next general signup. The due date for transmission was October 28, 2002.

FSA intends to develop an automated calculator in the Common Computer Environment for the next general signup that will determine:

- EBI scores
- maximum payment rates
- certain land eligibility.

All States must review all data submitted to ensure accuracy of the data. If data is incorrect or incomplete, modifications must be made according to Exhibit 1.

**B**
**Purpose**

This notice provides instructions on how to access and review the CPA, zone, and climatic data available on the PC. See Exhibit 1.

**C**
**State Office**
**Action**

State Offices must:

- follow the instructions in Exhibit 1 for downloading, reviewing, and modifying CPA, zone, and climatic data

- complete the review of all data by January 17, 2003.

| **Disposal Date** | **Distribution** |
|---|---|
| May 1, 2003 | State Offices; State Offices relay to County Offices |

**Accessing CPA, Zone, and Climatic Databases**

Follow these steps to access the databases.

| Step | Action | Result |
|------|--------|--------|
| 1 | Double-click the Internet Explorer icon on your PC desktop. | Internet Explorer will open. |
| 2 | Type in http:\\dc.ffasintranet.usda.gov/dafp/cepdsto.htm on the address line. | The State Office CEPD Information Center screen will open. |
| 3 | Click on Option 6, Signup 26 Preparation Information. | The Signup 26 Preparation Information screen will open. |
| 4 | Select State from the map. | A CRP EBI Information screen for the State will open. There will be 4 Microsoft Excel files displayed for review: • State CPA's • State Water & Air Zones • State Wildlife Zones • Rainfall and Climatic Values. |
| 5 | Open each of the 4 Excel files by clicking on the applicable link. | Each file will open in Microsoft Excel for review. |
| 6 | If modifications to any of the Excel files are necessary, make the revisions in Excel and save the file. Write down the file name and location of where you are saving the file. | Copies of any modified files will be saved. |
| 7 | After reviewing all 4 Excel files, scroll to the bottom of the CRP EBI Information screen. | Information on certification will be displayed. |
| 8 | Type in the Program Specialist's name, and for each of the Excel files, click on either the box certifying accuracy or the box indicating that the file will be submitted with changes. Click on the "Submit" button when finished. | A confirmation screen will appear. If one or more of the Excel files have been revised, follow the instructions on this screen for submitting revised files to CEPD. |